Creating Leaders of Tomorrow Through Research & Innovation

VIVEKANAND
EDUCATION SOCIETY
BUSINESS SCHOOL
VBS
V.E.S.
Since 1962

Approved by AICTE, New Delhi & Recognized by Higher &
Technical Education Dept, Govt. of Maharashtra, (NBA Accredited and Member of AACSB)

PROSPECTUS
2025 - 26

FOR ADMISSION TO
**FELLOW PROGRAM IN
MANAGEMENT**

RESEARCH FACILITIES AT VES BUSINESS SCHOOL

VES Business School is a higher education institute set up with an objective of making available facilities for higher education and research in the fields of management and business analytics. It is located in the heart of Chembur, Mumbai.

Currently, VES Business School offers a two year Post Graduate Program in Management (PGDM), a PGDM course under Open and Distance Learning and Fellow Program in Management.

FELLOW PROGRAM IN MANAGEMENT

With extensive infra structural facilities and sound research base, the institute offers the Fellow Program in Management in the areas of Marketing, Human Resources, Finance and Operations. The academic programme leading to the Fellowship degree is broad-based and involves a course credit requirement and a research project leading to thesis submission. The Institute also encourages research in interdisciplinary areas through a system of joint supervision and interdepartmental group activities. Students are expected to complete the course work and assignments before undertaking the research work.

LIBRARY

VES Business School has a well-equipped library with 15,000 plus books and 18,000 ebooks, research journals research databases and magazines. The library has a Wi-Fi system and has computers to access ebooks and journals. The library facility is available from 9:00 am to 9:00 pm from Monday to Saturday.

IDEATION LAB

The institute has an ideation lab where students come together for discussions on new product development, consultancy projects and start-ups. The consultancy wing of VES Business School coordinates with industry for collaborative / exclusive research projects. The institute is collaborating with engineering institutes for new product development.

SOFTWARE

The Research Centre offers a number of software packages like SAS Enterprise Guide, Python and other Data Visualization software for data analysis. Extensive training on these software is provided by the Research Centre which can help researchers analyse large size data sets. The Research Centre also support research scholars by training them on various statistical tools and machine learning algorithms.

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Eligibility Criterion for Admission to Fellow Program

A. Master's Degree or equivalent in Engineering and Technology, Management, Economics, Social Science, Biological Science, Pure Science, Commerce, Humanities with first class shall be considered for admission.

B. Those appearing for their final examination in the respective discipline can also apply. Such students if selected shall be provisionally admitted provided they complete all their requirements in obtaining their Master's Degree on or before the stipulated date in the advertisement of the year of admission. The admission of such candidates shall remain provisional until they produce mark sheet proving that they have satisfied the eligibility criteria. The deadline for submitting the final year mark sheet is on or before the stipulated date in the advertisement of the year of admission.

Admission Procedure

A. Admission to the Fellow Programme shall normally be made once a year, coinciding with that of AICTE approved Post Graduate Diploma in Management or equivalent Degree/ Diploma.

B. Application Procedure

The application shall be made in the prescribed form available with the Institution. Attested copies of all the necessary Certificates and testimonials are to be attached with the applications. The candidate must submit an abstract of about 5000 words on the area of research interest (tentative research proposal) along with his/ her application.

C. Selection Criteria

Selection for the Fellow Programme shall be on the basis of the following criteria:

- Academic qualifications and work experience
- Tentative research proposal and its presentation before the Selection Committee
- Personal interview

D. The decision of the Institution Selection Committee regarding admission shall be final. Communication shall be sent only to the selected candidates. The Institution shall not entertain any queries or correspondence in respect of those not selected.

E. **Number of seats available is 10 in each academic year.**

F. **Advertisement Inviting Application**

An advertisement in leading newspapers shall be published inviting applications for the Fellowship Program. Information on admissions shall also be displayed on the institute's website.

G. **Availability of Forms and Prospectus**

Application forms for admission shall be made available on the institute's website **www.vbs.ves.ac.in** or at the institute's office between 10:00 am and 4:00 pm on all working days. Interested candidates can download the form from institute's website and submit the same duly filled along with the relevant documents on or before the stipulated date in the advertisement.

H. **Application Processing Fee**

Application processing fee of Rs. 1500/- shall be paid by the candidate at the time of submission of the application form.

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I. Documents Submission

Copies of the following documents shall be submitted by the candidate at the time of application. The application form and the relevant documents can also be submitted through email.

I. Bachelor's degree certificate and mark sheets of all the years

ii. Master's degree certificate and mark sheets of all the years

iii. Migration certificate

iv. Work experience certificate if any

J. Personal Interview and Presentation

Eligible candidates shall be called for an interview and presentation on the research topic.

K. Declaration of Result

The list of successful candidates shall be displayed on institute's notice board and on the website.

L. Payment of fee

Fee payable is Rs. 60,000/- per annum from the date of admission. Successful candidates shall pay the prescribed fee within five working days from the date of the result. Failure to pay in the stipulated time shall automatically lead to the cancellation of admission.

Bank Details for Payment of Fee		
	Bank A/c Name	: VES Business School
	A/c No.	: 50100484516577
	Bank	: HDFC Bank
	Branch	: Chembur, Mumbai -71
	IFSC Code	: HDFC0000013

Course Study/Credit Requirements

In partial fulfilment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

A. Credit Requirement

Particular	Code No.	Course Title	Credits
Module 1	FP01	Research Methodology	3
	FP02	Managerial Statistics	3
	FP03	General Management	3
	FP04	System Approach to Management	3
Module 2	FP05	3 Stream specific Course of 3 credits each	9
	Fp06	Credit Seminar (General)	3
Module 3	Fp07	Credit Seminar (Specific)	3
	Fp08	Review paper based on the literature on the Thesis related topic	3
Total Credits			30

B. Details of Courses and Seminar

The stream specific Courses and Seminars shall be decided as approved by the Director on the recommendation by the candidate's Guide(s) and the Research Advisory Committee.

C. Duration for earning Credit

All the credits specified above shall be earned within a maximum of three years from the date of admission to the Programme. Extension after the three years shall be approved by the Director for a period of one year with a review of progress every six months. Final approval shall be given by the Director of the Institution.

D. Credit Course Requirement

A research scholar shall undergo 4 Courses of the total 12 credits in the first module and during the second module he/ she shall undergo three streams-specific Courses of 9 credits and give three credit Seminar on general management topic in the third module, the candidate shall give three credits Seminar and write a review paper on the literature related to his/ her research topic for publication purpose of 3 credits.

Thus a candidate shall earn 12 credits in the first and second module and 6 credits in the third module together adding up to 30 credits in all.

E. Grading System of Credit Courses/Seminar

The minimum of CGPA of 6.5 on a 10 point scale or 60% is required for passing Course/ Seminar. A candidate getting less than 60% shall be given one more opportunity to repeat the Course/Seminar. If he/ she still does not pass in the Course/ Seminar, he/ she shall be terminated from the Fellow Programme.

Registration Seminar and Progress Seminar

Each research scholar needs to register his/ her research proposal. The registration procedure is given below.

A. Pre-registration Seminar

Each research scholar shall give a pre-registration Seminar before a Committee constituted by the Director. The Committee shall include the Guide(s), experts drawn from Institution's Faculty members and Director. The Seminar shall be given after completion of the three modules. The Research Scholar shall submit 5 copies of the pre-registration Report (in about 15-20 pages) 15 days before the date of the Seminar. The Report shall include the proposed title of the Thesis, area and frame work of the proposed research objectives, scope of the study, hypothesis if any, and methodology to be followed. This stage is considered to be very important for screening the candidate for further progress in the Programme. In case the research scholar fails to defend his/her Thesis proposal successfully, he/she shall be allowed to resubmit the modified research proposal as suggested by the above mentioned Committee. He/ she needs to give a fresh Seminar based on the modified research proposal and in case he or she fails to defend it in the second time, the research scholar shall be terminated from the Programme.

B. Application for registration

A candidate must apply for formal registration within one month after successful completion of the pre-registration Seminar. The application for registration to be made in a prescribed form and shall be accompanied by the following:

• Title and summary of the Thesis proposal approved by the Guide(s)

C. Effective Date of Registration

The registration shall be effective from the date of application for the registration.

Duration of the Programme

a. Time Limit

A Candidate shall submit his/ her Thesis only after a minimum period of two years after registration. However, the maximum period allowed for the submission of the Thesis is five years from the date of admission to the Programme. If a candidate fails to submit the Thesis within the prescribed upper time limit due to reasons beyond his/her control, he/she shall apply to the Director for an extension .If the Institution is satisfied with the candidate's justification, the Director shall permit him/her to re-register to the Programme subject to the payment of re-registration Fee. This re-registration shall, however, be effective only for a period of two years beyond which no extension shall be permitted.

b. Break or Unauthorized absence from the Programme

Any break or unauthorized absence from the Programme before registration shall lead to the cancellation of admission. Any authorized break or leave of absence shall not be counted for the minimum period of 2 years stipulated for submission of Thesis but shall be counted in the maximum period of 5 years permissible for submission of the Thesis.

Submission and Evaluation of the Synopsis and Thesis

a. Pre-Synopsis Seminar

Every research scholar before submission of his/ her Thesis must give pre-Synopsis Seminar at the Institution. The procedure for the pre-Synopsis Seminar is as follows:

Submission of 5 copies of the pre-Synopsis Report (not more than 40pages). The Report shall include the focus and the summary of the Thesis. Highlighting his/her own contribution, details of the methodology, results, analysis, conclusions, limitations and scope for future research. It is to be submitted through the Guide(s).

For seeking the approval, the candidate shall present pre-Synopsis Seminar before the Committee consisting of Director, Guide(s) and two Faculty experts in the relevant area of research. An outside expert, having expertise in the area of research shall be included in the Committee

The Committee shall judge the work with regard to its accept ability and suggest modification or elaboration of the work, if necessary, after incorporating the suggested changes/ modifications to the satisfaction of the Committee, an abridged version of the same in about 15-70 pages shall be submitted as Synopsis for the purpose of sending it to prospective examiners.

b. Submission of the Synopsis

Five copies of the Synopsis with necessary modification incorporated shall be submitted within a period of one month from the date of the pre-Synopsis Seminar to the Institution with a Certificate by candidate and the Guide(s) stating:

- That there is a prima facie case for consideration of the Thesis;

- That the work does not include any work which has at any time previously been submitted for an award of Fellow in Management or other equivalent Degree.

c. Submission of Thesis

The Thesis shall be submitted in six type written/ printed copies and a soft copy with necessary Certificates and clearance with in a period of 6 months from the date of submission of the Synopsis. An examination Fee of 25000/- is payable at the time of submission of the thesis

d. Recommendations of the Examiners

- A critical review and evaluation of the quality and extent of the work of the candidate as embodied in the Thesis.

- A definite recommendation as to whether the Thesis is of a sufficient standard and suitable for the award of Fellow in Management: and

- If the examiner is not in a position to make definite recommendation for the award of the "Fellow in Management", He/ She shall indicate the required modification/revision involving rewriting of Chapters but not involving further research work OR Complete rewriting of the Thesis with an additional research work reinterpretation of data.

e. Acceptance/ Rejection of Thesis

The Thesis shall be accepted if all the examiners make positive recommendations. If recommendations for rejection or inconclusive recommendations are made by anyone of the examiner, Director shall refer the Thesis to another examiner or examiners(s) from the panel. If such a panel of examiner(s) rejects the Thesis, it shall stand rejected.

f. Re-submission of the Thesis

A Thesis which needs modification/ revision shall be resubmitted after revision within a period of one year. Rejection of the Thesis after re-submission shall normally disqualify the candidate of further consideration for the award of the Fellow in Management.

g. Viva-Voce

On acceptance of the Thesis, the Director shall appoint a panel of examiners to conduct a viva-voce examination and open defence at which the candidate shall be required to defend his/her Thesis. The panel of examiners shall consist of:

- The Chairman, Dean (Academic or Research) or his/ her nominee not below the rank of

- Professor of the Institution nominated by the Director

- The Guide(s)

- Indian External Examiner who examined the Thesis and accepted it.

- The panel of Examiners shall submit their Report to the Director of the Institution.

If a Thesis has been accepted, but the candidate fails to defend it successfully at the Vice-voce examination, he/ she shall reappear for the viva-voce examination within six months.

Award of Fellow in Management

On successful completion of the viva-voce and on the recommendations of the Institution's Governing Board, the Institution shall award "Fellow in Management" to the Research scholar. The title of the Thesis shall be mentioned in the Certificate of award.

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